

the forum

Virginia's Labor Market & Occupational Information Newsletter

Volume 8, Number 2 Fall 2008

Does Your Personality Hold the Key to the Perfect Job?

Are you an introvert or an extrovert? Are you structured or free-wheeling? Your personality really can determine whether you merely survive in your position or thrive in your career.

While there is no good or bad personality type, there are certain jobs that suit one personality better than another.

Often personality traits are revealed as particular strengths and weaknesses in job performance. For instance, quieter, more introverted people may not do well in a position that requires delivering frequent presentations to senior management or a packed seminar hall.


Below is a list of common personality traits and examples of jobs that may fit well with those traits. Do you see yourself? Does your current career match with the suggested vocations?

Are you:

- *Logical, factual, organized* — These traits make management, accounting, electrician, computer programmer or technical writing careers a good fit.
- *Sensitive, intuitive, hands on* — Look to counseling, ministry, nursing or teaching.
- *Enthusiastic, outspoken, ambitious* — A career in television, radio or advertising may suit you.
- *Optimistic, inquisitive, full of energy* — You may need a dynamic career to keep you interested, such as tour guide or a sales position with extensive travel.
- *Precise, detail-oriented, analytical, neat* — Research, statistics or investigation may keep your mind occupied.

(continues on Page 2)



In this issue:	Page 1	Page 2	Page 3	Page 5	Page 6	Page 8
	Does Your Personality Hold the Key to the Perfect Job?	Finding Money for College or Grad School	Fast-Growing Careers with High Salaries	Computer Literacy—Why is it Necessary?	The One Question Your Résumé Must Answer People Are Asking...	Product Order Form

(continued from Page 1)

- *Gregarious, independent, born to lead* — You may be drawn to power positions, such as a CEO, editor or government official.
- *Imaginative, dramatic, philosophical* — Positions in psychology, drama, painting or music could hold your interest.
- *Nurturing, humanitarian, progressive* — Consider a vocation in social work, philanthropy or a judicial career to foster your need to help people.
- *Creative, spontaneous, insightful* — Graphic arts, photography or working as a chef might help keep those creative juices flowing.

While this list may oversimplify the complex issues of personality profiling for employment, there is a burgeoning industry of personality profilers who are hired by both employers and individuals to help assess a person's chances of success in a particular job.

Jack Brantley, President of Fitability Systems, LLC, a leading online assessment company says employers use personality profiles to reduce turnover. "A valid test, used properly, can

indicate which candidates are likely to perform well and stay longer in a job." Personality profiles also can help individuals discover insights into their strengths and challenges.

"Fitability has job-fit profiles for over 700 occupations which were created using test data from 300,000 persons," Brantley says. "Each profile shows which traits are associated with performance and satisfaction on the job."

"For example, accountants and auditors' key traits are being industrious, highly task-oriented and organized," Brantley says. "They are also more private and practical than most. Computer programmers also tend to be industrious, highly task-oriented and organized; however they are more inquisitive, critical and resilient."

Personality and aptitude tests may help you uncover hidden talents and discover your true calling. You could end up reaffirming your current career choice or following a completely different direction.

Source: careerpath.com—a step in the right direction

Finding Money for College or Grad School



The middle class is caught in the middle. The rich can afford colleges' sticker price and the poor get generous financial aid. What's there for the middle class? One option: try for scholarships awarded by non-profits and wealthy individuals. Access huge databases of them free at: collegeispossible.com, scholaraid.com, freschinfo.com, collegenet.com, salliemae.com, and srnexpress.com. At each site, you'll answer questions and receive a list of on-target scholarships. Competition for such scholarships is fierce so unless you're a star or "underrepresented" minority, it's only worth applying for perhaps your ten best shots.

What can you do today?

Visit collegeispossible.com. Even if you have no interest in going back to school, it's a great resource to pass along to someone who is.

Source: Marty Nemko, www.martynemko.com

Fast-Growing Careers with High Salaries



Thinking of changing careers? Whether you're just beginning your education or returning to college, there are fast-growing professions that show no signs of slowing down through the end of the decade—and they pay. Let's look over some fast-track career groups that offer strong salaries with room to grow:

Commercial Loan Officers

Commercial loan officers work for banks, credit unions, and other lenders to help them analyze loan applicants for their consumer credit history and financial status. You'll need strong financial skills and a degree in business, economics, sales, or banking. Many online finance or management programs can get you up to speed in a hurry.

According to Salary.com, the national average of entry level earnings for commercial loan officers ranges from \$55,475 to \$71,382 with \$3,000-\$7,000 in bonuses. After six to eight years of experience, commercial loan officers can earn between \$95,015 and \$116,670, to a top salary of \$128,034.

Financial Analyst

Financial analysts develop critical revenue projections and investment analyses for individuals or companies. There are online MBA or undergraduate business degree programs offering courses in statistics, accounting, economics, and business law that can prepare you for this fast-growing field.

The national annual salary range for entry level analysts is between \$40,632 and \$51,982, but with seven years experience, you'll leap into the \$90,690 to \$99,972 range.

Senior Database Administrator

A senior database administrator can design, maintain, and crunch a company's database to dramatically affect the operational bottom line. An online computer science degree or computer programming degree can provide fundamental skills necessary to thrive in this IT career. You'll need at least a bachelor-level IT degree to play on this rewarding field.

The U.S. Department of Labor (DOL) reports that senior database administrator jobs will grow faster than the average rate for all career groups through 2014. And you'll look forward to your paycheck. Top salaries range from \$90,690 to \$113,849, with a top tier around \$125,379.

Network Security Administrators

Like their database cousins, network security administrators are among the fastest-growing career groups in the nation. In this role, you'll be the architect and security watchdog for an organization's voice systems, LAN/WAN, and telecommunications networks.

(continues on Page 4)

(continued from Page 3)

You'll need at least an IT bachelor's degree to compete, and you can better your prospects through online IT network certification and graduate degree programs. But it's worth it. Top annual salaries range from \$61,117 to \$100,685, with a high end around \$123,585.

Registered Nurses

There's no shortage of nursing jobs. According to the U.S. DOL, nurses make up the second-largest career group in the country. There are registered nurses and registered nurses with bachelor's degrees. The difference in earnings and the ceiling on your career can depend on your willingness to enroll in an online RN to BSN degree program.

Consider the evidence: entry level wages for an RN floor nurse range \$53,398 to \$68,263. Nurses who want to move into supervisory positions better their chances for advancement with a BSN degree. For example, head nurses average between \$74,965 to \$97,276, and head operating room nurses average from \$80,084 to \$112,090.

Web Interface Design Directors

Among all the graphics design professions, the U.S. DOL predicts that Web designers with animation experience will have the best job prospects through the decade. And, among these, Web interface design directors are the best earners. You can enroll in online graphics design degree programs and software courses to bone up on the latest graphical user interfaces (GUIs), usability trends, and code management techniques.

In return, look for the national earnings average of \$47,551 to \$66,277 for entry level designers to ramp up to a muscular \$121,310 to \$141,662 range—with top salaries at \$148,374—for senior interface design directors.

Restaurant General Managers

Restaurant general managers work for major restaurant chains, private bistros, hotels, resorts, and casinos. The Department of Labor predicts best opportunities will be for salaried managers than self-employed restaurateurs. You'll prosper from completing online hotel and restaurant management programs.

National average wages for restaurant GMs range from \$53,255 to \$60,765, with an average at \$70,546 for managers of fine restaurants.

Paralegals

Paralegals provide critical support to attorneys, law offices, corporate legal departments, courts, and government agencies. The Department of Labor predicts brisk growth in the field, especially for graduates of paralegal courses offered through online paralegal degree programs.

The national salary range for entry level paralegals is from \$36,641 to \$49,754, however, paralegals with eight years experience may earn upwards of \$86,666.

Source: Gabby Hyman, career writer, Yahoo! HotJobs



Computer Literacy—Why Is It Necessary?



There is a good chance that, if you are reading this, you have some hands-on computer experience. However, I do know many people for whom surfing the Web was their first contact with a computer. Many have not gone further than that. This is written for those people.

In most places of business, a computer is standard. In the bank they use computers to look up your account information. They use computers in the auto repair shop to assess your car. You can't find books in the library by looking in a card catalog—you must use a computerized database. Doctors' offices utilize computers to store patient information. The point is this—no matter where you find employment, there is a good chance a computer will be a basic tool you will have to use. It is in your best interests to start off computer literate. It will help you get a job and it will help you advance in your career. Computer literacy does not mean you need to know how to use every single piece of software you may encounter. It does not mean you need to know how to write programs or network computers. You just need to know some basics—how to save and open a file, how to use a word processing program, and how to send and receive email—for starters. It means having some sort of level of comfort around computers rather than a look of fear and a feeling of foreboding.

How Do I Become Computer Literate?

Basic computer courses are offered by most continuing education programs. They are usually reasonably priced and conveniently scheduled. These courses can be found in your local school district or community college, on evenings and weekends.

Career retraining programs often offer computer courses for free or at a low fee for those who qualify. Check with your local Labor Department Office for more information on these programs.

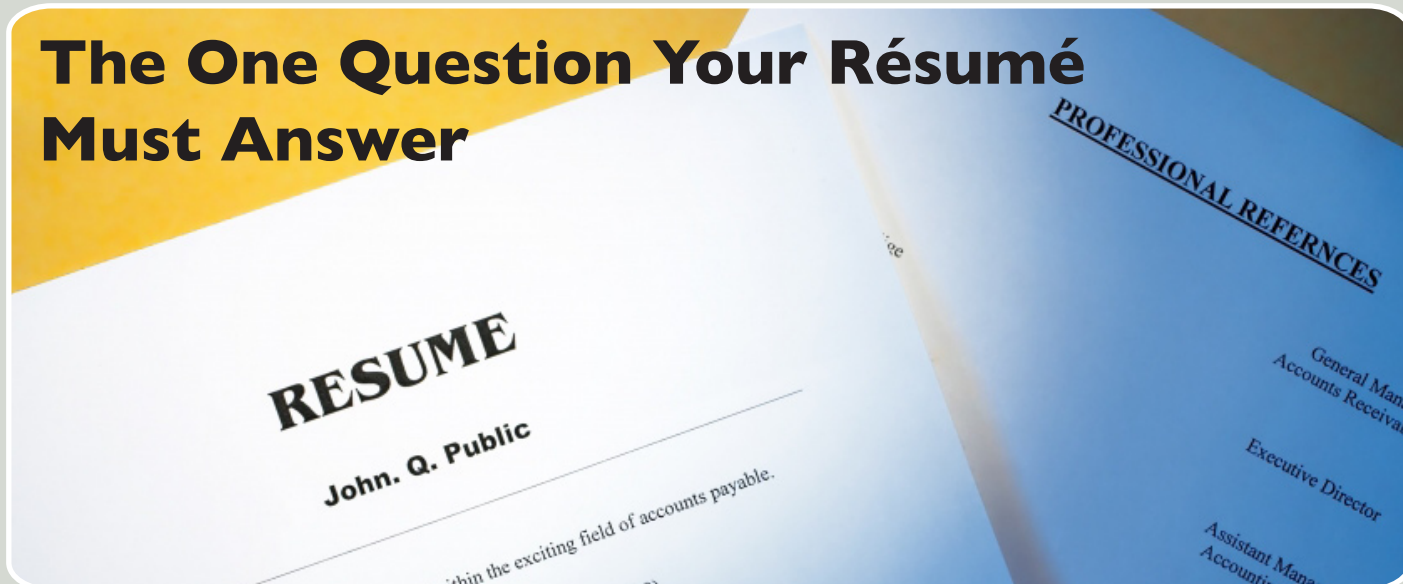
There are also online courses and tutorials available. You don't have a computer? Don't worry. Many public libraries allow patrons to use computers with Internet access. Here are two websites that offer free online courses.

[GCF Global Learning](#)

[HP Learning Center](#)

Source: www.careerplanning.about.com

The One Question Your Résumé Must Answer



When you're the employer or hiring manager, you want to know: **"What's in it for me?"**

Here's the problem: since our résumé is about us, we tend to write it from the perspective of our own eyes. So it's only natural to want to talk about what WE want.

For example, here is a typical clunker found on too many résumés these days: *"seeking challenging role in a dynamic, growth-oriented company where I can demonstrate my excellent skills in [_____]."*

Hit the delete key, please!

A Better Way to Get Noticed

The shocking fact today is that no one wants to read your résumé. Recruiters and hiring managers are busy people with a long list of other things to do as well. As a result, the person who scans the hundreds of résumés that may be submitted for each position spends less time than ever on any given résumé. Many staffing professionals estimate that it may be 20 seconds or less. So it makes sense to make the most of those few seconds to grab them quickly and motivate them to read more and make that phone call.

(continues on Page 7)

People Are Asking . . .

What is the "Occupational Outlook Handbook"?

The "Occupational Outlook Handbook" is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. The *Handbook* is revised every two years.

For hundreds of different types of jobs—such as teacher, lawyer, and nurse—the "Occupational Outlook Handbook" tells you:

- the training and education needed
- earnings
- expected job prospects
- what workers do on the job
- working conditions

In addition, the *Handbook* gives you job search tips, links to information about the job market in each state, and more.

Source: www.bls.gov

(continued from Page 6)

Hiring managers are looking for one element that will make them stand up and take notice of a candidate. That one element is a **strong benefit** to the employer. When you provide an employer benefit, you speak their language. They want to know more. Unfortunately, too many résumés lack this.

Two Approaches

Here is an example. Suppose you have the skills: "Excellent oral and written communication skills."

How can we answer the question, "So What?" in the mind of the employer?

Here's how: Offer an example of how you've used these skills in your job to the benefit of your employer by writing an employer benefit bullet like this:

"Wrote and presented successful training program for 155 company new-hires, resulting in measurable gains in company's inventory efficiency over 12-month period."

The first example statement is a cliché. The second statement leaves no room for doubt: This candidate can communicate orally (in front of a group, no less) and in writing.

Focus on the Goal

Your résumé should be a hard-hitting sales tool designed to accomplish one goal: **get the interview**. To accomplish this, add an achievement list to your résumé. Get rid of these clichés: "proven leadership & managerial capabilities," "accomplished leader," "ability to build, motivate & mentor." Turn each one into an achievement by asking the question, "So what?" after each one.

Now, describe the benefit that your employer gained from each example. When you're finished, you'll have a list of achievement statements that all answer the "What's in it for me?" question that's on the mind of every hiring manager who will read your résumé in the future.

Source: Joe Turner, for Yahoo! HotJobs

The Winter issue of The Forum will be available December 2008

If you would like to receive e-mail notification of the availability of the latest issue, contact Marilyn Baker at:

marilyn.baker@vec.virginia.gov

AVAILABLE NOW!!!

MAGIC Career Guide—to request copies, please fill out the order form at:
<http://www.vec.virginia.gov/vecportal/lbrmkt/basket/store.cfm>

COMING SOON!!!

New poster designs:

- Qualities Needed for Success in the Workplace (Available in September)
- Entrepreneurship (Available early October)
- Job Interview Tips (Available late November)

the forum is an online newsletter of the Virginia Employment Commission. It is produced and distributed by the Virginia Employment Commission in Richmond. Articles are prepared by Marilyn Baker, program support technician senior. Layout, graphics, and design are by Linda Simmons.

The Virginia Employment Commission is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Editorial comments, change of address information, and publication requests should be sent to:

Don Lillywhite, director
Economic Information Services
Virginia Employment Commission
P.O. Box 1358
Richmond, VA 23218-1358
Telephone (804) 786-8223 or
marilyn.baker@vec.virginia.gov

Product Order Form

These products are available at no charge, except where noted.

Item	Description	Quantity
Bookmarks	The high school graduate vs. the high school dropout	
Industry and Occupational Employment Projections: Statewide and Workforce Investment Areas (WIA) 2002-2012	Reference Material Only—also available on the VEC website*	
Job Interview Pocket Résumé	Small tri-fold reference résumé that fits in a wallet or pocket	
Virginia's Mid-Atlantic Guide to Information on Careers (MAGIC)	Contains information on education, job training, job-seeking, and careers—Minimal fee charged for orders outside of Virginia—also available on the VEC website*	
Virginia Business Resource Directory	How to start your own business—also available on the VEC website*	Hard copy
		CD-ROM
Virginia Job Outlook	Brochure with top occupations, growth rate, and annual average salaries by educational attainment—also available on the VEC website*	
Display Posters	Qualities Needed for Success in the Workplace—24"x18"	
	Visualize - Starting Your Own Business—24"x18"	
	Interview Tips—18"x 24"	
One Page Information Sheets—camera-ready versions to print multiple copies	Eight Keys to Employability	
	Fastest-Growing Occupations, U.S. Data	
	Sample Application Form	
	Ten Most-Wanted Skills	
	Education Pays...	
Available only on the VEC website*		
Virginia Labor Market Information Directory	Listing and description of VEC publications, products, special services, and data delivery systems—reference material only	
Occupational Wage Data Report: 2005	Reference material only for: United States Statewide, Virginia Local Workforce Investment Areas Virginia Metropolitan Wage Data (MSAs) Occupational Employment Statistical Regions Planning Districts	

*VaEmploy.Com

To order materials, please indicate the number of items requested in the space to the right of the product name and mail or fax to:

Virginia Employment Commission

LMDA, Room 213
P.O. Box 1358
Richmond, VA 23218-1358
Telephone (804) 786-8223
Fax (804) 371-0412

For large orders, please make sure that the address you list is for a physical location (not a P.O. box) and that you include the name of a contact person.

Please feel free to make copies of this order form.

Name:		
Organization:		
Address:		
City:	State:	Zip:
Telephone ()		
E-mail Address:		
Is this order for a scheduled event?	Yes	
	If yes, date needed by: (Please allow 5-7 business days for delivery)	
	No	

Shipping Charge (VEC Staff Only)

Cost Center

Project Code

Function Code